

WEEKLY REPORTS TO TMA

TMA requires the contractor to prepare and submit routine workload and management reports used to establish a uniform format for recording data on contractor operations and to provide historical data for continued evaluation of contractor performance. While the data contained in the reports are essential to TMA for purposes of program management, they are equally essential for a contractor's management of the program. A contractor is accountable for assuring that reports contain accurate and complete data. Each contractor shall prepare written procedures describing the source of information as well as the specific steps followed in the collection and preparation of data for each report. In addition, the contractor shall establish a quality assurance program to assure a high degree of reporting accuracy. All reports must be supported with sufficient documentation and audit trails by the contractor for TMA on-site and desk audit inspections. An officer of the contractor shall sign and date each report submitted to attest to the accuracy and completeness of the report.

1.0. INCOMING CONTRACTOR WEEKLY STATUS REPORT

The incoming contractor shall submit a weekly status report of phase-in and operational activities and inventories to the TMA CO and COR beginning the 20th calendar day following "Notice of Award" by TMA through the 180th calendar day after the start of health care delivery (or as directed by the Contracting Officer based on the status of the transition and other operational factors) under a new contract according to specifications in the official transition schedule. The status report will address only those items identified as being key to the success of the transition as identified in the Transition Specifications Meeting or in the contractor's start-up plan.

2.0. OUTGOING CONTRACTOR WEEKLY STATUS REPORTING

Until all inventories have been processed, the outgoing contractor shall submit a weekly status report of inventories and phase-out activities to TMA beginning the 20th calendar day following the Specifications Meeting until otherwise notified by the Contracting Officer to discontinue. This shall be done in accordance with specifications of the official transition schedule.

3.0. ENROLLMENT AND CLAIMS PROCESSING STATISTICS REPORT

This report shall be e-mailed to TMA and submitted to the Regional Director in the format required by the Regional Director, by noon, Mountain Time, of the first workday of the week following the week reported. Data to be reported include new enrollments and disenrollments; net opening and closing enrollment totals; outstanding enrollment applications sorted by aging category; claims - opening, pending, new receipts, adjustments identified, transfers, claims processed, and adjustments processed; and closing pending claims and adjustments, sorted by aging category.

4.0. TRICARE DUAL ELIGIBLE FI CONTRACT CLAIMS PROCESSING STATISTICS REPORT

This report shall be e-mailed to TMA, by noon, Mountain Time, of the first workday of the week following the week reported. Data to be reported include claims - opening, pending, new receipts, adjustments identified, transfers, claims processed, and adjustments processed; and closing pending claims and adjustments, sorted by aging category.

5.0. CLAIMS AGING REPORT BY STATUS/LOCATION

Each contractor shall produce and furnish to the Contracting Officer's Representative Claims aging reports by Status Location on the first workday following the reporting week. One Status Location for all claims suspended is required. These reports shall be sorted to enable a count of the total number of claims pending for a specified length of time; e.g., over 30 days, over 60 days and over 120 days. The contractor shall include excluded and retained claims on each report. Unless specifically requested by TMA or unless the contractor customarily makes a run of these reports concurrent with preparation of the month-end reports to TMA, they need not balance with the end-of-month reports. Each contractor shall prepare an explanation of the individual reports and interpretation of the locations specific to each report to enable TMA staff to effectively review the data.